



DONATIONS REQUEST FORM

Giving back to our community comes naturally. We strive to support local organizations which focus on health and human services, education, and environmental preservation. M22 has a designated budget for charitable donations and can only approve a limited number of the many donation request applications received. Please help us serve you and our community better by submitting your applications according to the following required guidelines:

Donation Request Application Guidelines

- 1. Complete the attached M22 Donation Request Application.**
- 2. Attach a copy of your organization's federally issued letter certifying non-profit 501(c)3 status.**
- 3. Submit the application at least 6-8 weeks prior to the date the donation is needed.**
- 4. Submit your application via email to: liz@m22.com.**

Please remember, applications which do not meet the above requirements will automatically be declined. Due to the enormous response to Donations, we cannot respond to phone calls or emails regarding the status of your application. If we can help, we will reach out to your organization up to three weeks prior to your event.

Frequently Asked Questions

Which organizations are eligible to receive donations?

M22 accepts donation request applications from local non-profit organizations with 501(c)3 status. The event, fundraiser or program must serve the local community. M22 cannot make donations to political or religious organizations unless the donation will be used for a local, non-secular, community service-related event or program. M22 does not donate products to individuals, individuals seeking pledges, multiple requests from the same organization or causes outside the state of Michigan. Please note prior support does not guarantee future support.

What is acceptable documentation of my organization's non-profit status and why is this necessary?

In order to accept and review your donation request application, it must be accompanied by a copy of the federally issued statement of your organization's 501(c)3 status and your 9-digit Federal Identification Number. This letter is obtained from the Federal Treasury and is different from a tax-exempt form. For accounting purposes, documentation, including nonprofit status, of every donation request application processed must be kept on record for 7 years.

How will I know if my donation request application has been approved?

Correctly completed donation application requests are reviewed in a timely manner. If your application is approved for a donation, you will generally receive notice at least 2-3 weeks prior to your event, fundraiser or program date. Due to the number of requests we receive, we request you correspond with us about your application status via email whenever possible.

Donation Request Form

Complete this application after carefully reading the guidelines on reverse; please print.

Name of Organization:

Non-Profit Federal Identification Number: _____

(Copy of 501(c)3 letter must be attached)

Address:

Contact Name:

Email:

Phone DAY: _____ CELL: _____ FAX: _____

History & Mission of Organization:

Event: DAY/TIME: _____ LOCATION: _____ ATTENDANCE: _____

Type of Donation Being Requested:

M22/LOVE MERCHANDISE RAFFLE ITEM GIFT CARD SPORTING GOODS OTHER

Further description of request (Specific products/items you are requesting):

Have you received a donation from M22 before? YES NO (If yes, indicate when:)

Please use the space provided below (or attach a short letter) describing how the donation will be used.

Are you publicizing your event? Will the contribution of M22 be recognized?

Application prepared and submitted by:

Name (please print) _____ Title _____

Signature _____ Date _____